

# **Center for Health Information and Analysis**

## **SOFTWARE INSTRUCTIONS** **Adult Foster Care Cost Report** **For FY 2012 Filing**

### **Minimum System Requirements**

**Computer/Processor:** An IBM-compatible computer with a 486 66MHz processor (or higher)

**Memory:** 4 GB RAM

**Hard Disk:** 4 MB Available for a typical installation

**Drive:** 3 1/2" floppy diskette drive

**Display:** VGA or higher-resolution monitor; Super VGA recommended

**Operating System:** Microsoft Windows XP or higher operating system

**Peripherals:** Microsoft Mouse or compatible pointing device

**Software:** Microsoft Excel 2003 or higher.

### **Files Needed.**

You need to download multiple files:

**1 Microsoft Word file containing an electronic copy of this document.**

[AFCSOFTWAREINSTRUCTIONS2012.DOC](#)

**1 Microsoft Word file containing an electronic copy of the preparation instructions.**

[AFCOSTREPORTDIRECTIONS2012.DOC](#)

**A Microsoft Excel file containing the cost report workbook.**

Group Adult Foster Care Cost Report:

[AFCOSTREPORT2012.XLS](#)

If you are running Windows XP, Windows 7, or Windows 8

Create a folder called CostReport and copy the required files there.

### **Open the file from Excel.**

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an \*.XLS file named AFCCRNN.XLS where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2012**, The file name should be AFCCR12.XLS.

Save the AFCCR12.XLS file to the CostReport folder you just created. Use only the AFCCR12.XLS file and you will always have a clean workbook file as a starting point.

### **Save Your Work**

When you are done entering data for a session, save the \*.XLS file.

## **Center for Health Information and Analysis**

**YOU must save your work! Save your work frequently to avoid re-work.**

### **Getting Help**

Questions regarding the cost report should be directed to [matthew.raffol@state.ma.us](mailto:matthew.raffol@state.ma.us) or you may call 617-988-3223 and ask for assistance regarding the Adult Foster Care Cost Report.

### **Submitting your Report**

When you are ready to submit your report to CHIA, rename the AFCCR12 file with your agency name as a prefix, i.e.: AgencyName\_AFCCR12.xls. Then email the AgencyName\_AFCCR12.xls file to us as an email attachment.

**Be sure your email contains your organization's name, the filing FYE, and the filename **AgencyName\_AFCCRNN.XLS** where NN is the last two digits of the filing year.**

Email your filing as an email attachment to [hcf.data@state.ma.us](mailto:hcf.data@state.ma.us)

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**ATTENTION: Intake Coordinator**